

**Phoenix Program
Process Definition – Accounts Payable**

Process	<i>System-Generated Checks</i>
Process Number	<i>AP-018</i>

Description of Process

The ultimate goal of Payment Processing is to produce payments to our vendors. One method of payment is to produce system-generated checks. Payments may be scheduled manually by the user or automatically by the system. Vendor payment terms, invoice date, and the business calendar determines how the system will calculate payment Due Date. The end user can change the Due Date or the payment terms associated with that vendor. End users must request a pay cycle to generate a system payment. During nightly batch processing, the system will generate payments for the appropriate vouchers according to this Due Date on vouchers and for the requested bank account.

Payment processing will use a combination of PeopleSoft and State of Georgia processing to generate payments. Check run submission, Payment Selection, Create Payment processing, and Posting Payments will be accomplished in the PeopleSoft system. PeopleSoft's payment processing will create custom files that will serve as the input into the State of Georgia's payment printing processing.

Input to Process

Once a voucher has been entered, matched (if it's Purchase Order), budget checked, and scheduled as a System Check payment, the payment process may begin.

Output of Process

The output will be the actual system checks produced using the SOG's current payment printing processing during the overnight batch processing. The State of Georgia's payment processing will print system checks, check copies, advices, remote checks, and advices on mainframe printers according to the format required by INFOPAC.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Administer Procurement-Create Payments- Payment Selection Criteria panel permits end user to verify that a requested payment cycle will pay only those payments it intends.

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Function	Panel Group
Inquiry – PS Delivered	Administer Procurement-Create Payments-Inquire- Payment Information panel allows you to view the status of a payment. You can also view all of the vouchers paid by a particular payment after Payment Posting.
	Administer Procurement-Create Payments-Inquire- Replaced Payments panel provides a way to keep track of the new and originally replaced payment reference numbers.
	Administer Procurement-Create Payments-Inquire- Voucher Inquiry panel provides a view of accounting information of all orders associated with a specific voucher.
Inquiry – Custom	Vendor Payment Inquiry allows users to view all payment for a vendor. [SAR0335] Post Payment
Reports – Custom	Payables Due Proof. This report would show all vouchers that are scheduled for payment on a specific date. [SAR0052]
	Payment History by Vendor Report lists payments made by vendor in vendor name sequence and is sorted by business unit. [SAR0331] Post Production
	Payment Activity Report lists detailed payment information sorted by reference number for system checks, manual checks, express checks, EFT and wire transfers. The full vendor address will be included on this report. [SAR0332]
	AP Outstanding Checks lists all checks with a payment status of “paid” and a reconciliation status of “not reconciled.” Check number, Date issued, Vendor nbr/name, amount, and status will be included. [SAR0068] Post Production
	Outstanding Payables by Vendor Report lists all vouchers for a vendor that have not been paid, selected for payment, or closed. [SAR0345]
	Outstanding Payables by Fund Source lists all vouchers that do not have a status of “paid”, “replaced”, or “void”. [SAR0344] Post Production
	Cash Disbursements Journal lists payment generated in payables in payment reference number order. [SAR0566] Post Production

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
<p><u>Step 1: Enter Voucher</u></p> <p>A voucher must be entered, matched, and budget checked before it is available for payment. System check will be the default payment method on the Schedule Payment panel. (See appropriate Voucher Business Process for process flow).</p>	Agency
<p><u>Step 2: Request Payable Due Proof Report</u></p> <p>This report lists all payables by vendor that are scheduled for payment on a certain date. This report enables users to check for errors before the system generated check run.</p>	Agency
<p><u>Step 3: Request Pay Cycle</u></p> <p>End user must request a system check run by bank account on the Payment Selection Criteria panel group. Select the Process check boxes on the Date Criteria and Bank/Payment Method Criteria panels to execute that bank account information and corresponding payment methods in this Pay Cycle. Payments will be generated during overnight batch processing. The Pay Through Date and the Payment Date can be updated; otherwise, the system will automatically update according to the defined Pay Cycle.</p> <p>Since check processing will be done during batch processing, the Discount Alert date functionality will not be available to end users. The Discount Alert warns users that a discount will be lost if payment is not issued by the Discount Date.</p>	Agency
<p><u>Step 4: Perform Overnight Processing</u></p> <p>Voucher edit (for offline interfaces), Matching, Budget Checking, and Payment Processing will run nightly as batch processes. Payment processing produces the files that are used in Step 5 (Print System Checks). As additional processing has occurred since the user requested the Payables Due Proof Report (Step 2), payments may be generated that are not listed on that report.</p>	Financial Systems Solutions
<p><u>Step 5: Print System Checks</u></p> <p>Payment processing will print system checks, check copies, and advices on mainframe printers according to the format required by INFOPAC. System Checks are sorted by SetID; Bank Code; Bank Account; Payment Handling Code; Payment Alternate Name, if entered for a vendor; and Vendor Long Name. For each SetID, the payment handling code determines the sort sequence in which the checks are printed (i.e., travel, utilities). The current TCC procedures of printing and distributing the checks will not change.</p>	Financial Systems Solutions

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Process Description	Responsibility (Agency/Centralized)
Step 6: <u>Verify System Checks</u> End users will proof the checks. Once the payment is created, the end user can review the Payment Activity Report. Since the verification process varies by agency, internal procedures must be developed. For example: compare the Payables Due Proof to the actual payments.	Agency
Step 7: <u>Cancel Payments (if necessary)</u> End users can record void payments and stop payments on the Use-Payment Cancellation panel. See Payment Cancellation Process Definition for more detail.	Agency
Step 8: <u>Distribute Checks</u> End user will distribute/mail checks to the appropriate vendors.	Agency

Forms Used with Process

N/A

Process Flow Diagram (if appropriate):

See next page.

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APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
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